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**MINUTES OF A MEETING OF THE JUAN DE FUCA WATER DISTRIBUTION COMMISSION,
Held Tuesday, June 5, 2018, Goldstream Conference Room, 479 Island Highway,
Victoria, BC**

PRESENT: Commissioners: B. Gramigna, G. Baird, M. Hicks, G. Logan, K. Pearson,
J. Rogers, L. Szpak, M. Sahlstrom
Staff: T. Robbins, I. Jesney, J. Mar, M. Montague (Recorder)

The meeting was called to order at 12:00 pm.

1. APPROVAL OF AGENDA

MOVED by Commissioner Pearson and **SECONDED** by Commissioner Szpak,
That the Juan de Fuca Water Distribution Commission approve the agenda.

CARRIED

2. MINUTES OF THE MEETING HELD MAY 1, 2018

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Logan,
That the Juan de Fuca Water Distribution Commission adopt the minutes of the meeting held
May 1, 2018.

CARRIED

3. CHAIR'S REMARKS

The Chair remarked as follows:

- He noted that the Juan de Fuca Water Distribution Commission will not be meeting in July and August. The next meeting will be held in September to review the 2019 budget;
- He advised that the meeting on September 4 will be that last meeting he will be attending.

4. PRESENTATIONS/DELEGATIONS

There were no presentations/delegations.

5. CORRESPONDENCE

T. Robbins spoke to the item. He noted that the correspondence from Hayworth Communities Inc. was deferred from the May 1, 2018 meeting and the author of the letter was advised that the item would not be considered until June 5.

He advised that a letter had been sent to Hayworth Communities Inc. in March 2018 advising of the provisions to adjust water bills for abnormal consumption as set out in CRD Bylaws 3889 and 4190. He also advised that, as there was no evidence that the water bill was calculated in error, or that the water meter recorded in error, or that there was a leak that caused the abnormal consumption, under the Bylaw, he did not have the authority to adjust the amount of the water bill, and would forward the letter to the Juan de Fuca Water Distribution Commission for consideration.

He also noted that the meter reading at 345 Wale Road on October 27, 2017 indicated normal water consumption.

MOVED by Commissioner Hicks and **SECONDED** by Commissioner Sahlstrom,
That the Juan de Fuca Water Distribution Commission direct staff to bill Hayworth Communities Inc. for an amount equalling their average consumption, and forgive the overage in 2017 on a one-time basis.

DEFEATED

MOVED by Commissioner Szpak and **SECONDED** by Commissioner Sahlstrom,
That the Juan de Fuca Water Distribution Commission direct staff to reduce the Juan de Fuca water bill for the August 26 to October 20, 2017 billing period for the Westshore Child Youth and Family Centre at 345 Wale Road (c/o Hayworth Communities Inc.) to an amount equal to their average consumption for the same period between 2014 and 2016, equivalent to approximately 549 cubic meters, and that abnormal consumption in the 2017 billing period over and above 549 cubic meters be forgiven.

CARRIED

With Commissioners Baird, Logan and Rogers OPPOSED

6. WATER AUDIT FOR THE JUAN DE FUCA WATER DISTRIBUTION SERVICE

T. Robbins spoke to the report. He noted that a water audit was successfully completed for the Juan de Fuca Water Distribution service utilizing best management practices (AWWA M36). The results of the audit show that the water system is conveying water to customers with a high-level of efficiency (i.e. low volume of losses) and is “well-managed”. The significant metering and unauthorized consumption issues identified in the report have been or are being addressed, however the report does provide several recommendations to consider in the future.

MOVED by Commissioner Szpak and **SECONDED** by Commissioner Rogers,
That the Juan de Fuca Water Distribution Commission receive the staff report for information.

CARRIED

7. JUAN DE FUCA WATER DISTRIBUTION DEVELOPMENT COST CHARGE PROGRAM UPDATE

T. Robbins spoke to the report. He noted that a detailed review of the DCC program including growth projections, has resulted in additional infrastructure projects to facilitate growth. Due to the additional projects and higher construction costs since 2011, there is a proposed increase of approximately 10% in the proposed Juan de Fuca Water Distribution Service DCC rate. Juan de Fuca Water Distribution Service DCCs are paid by developers to fund growth (capacity) related Juan de Fuca water system improvements.

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Szpak,
That the Juan de Fuca Water Distribution Commission receive the attached report “Development Cost Charge Update – Final Background Report” as prepared by Urban Systems and direct staff to hold one final stakeholder information session prior to advancing Bylaw No. 4249, “Development Cost Charge Bylaw (Juan de Fuca Water Distribution), No. 1, 2000, Amendment Bylaw No. 9, 2018”, to the CRD Board; and
That the Juan de Fuca Water Distribution Commission recommend to the CRD Board:

1. a) That Bylaw No. 4249, “Development Cost Charge Bylaw (Juan de Fuca Water Distribution), No. 1, 2000, Amendment Bylaw No. 9, 2018”, be introduced and given first and second reading, and
 - b) That the Water DCC Credit Policy be approved, as it relates to Section 21 of Bylaw No. 4249; and
2. That Bylaw No. 4249, “Development Cost Charge Bylaw (Juan de Fuca Water Distribution), No. 1, 2000, Amendment Bylaw No. 9, 2018”, be given third reading.

CARRIED

8. SKIRT MOUNTAIN RESERVOIR AGREEMENT DISSOLUTION AGREEMENT

T. Robbins spoke to the report. He noted that, in order to proceed with development servicing on Skirt Mountain, and gain control over the domestic water capacity supplied by the Skirt Mountain Water Reservoir, it is has been recommended by the Commission to dissolve the existing Skirt Mountain Water Agreement between the CRD and BMA. The agreement to dissolve the Skirt Mountain Water Agreement has been prepared and requires approval by the Commission.

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Logan, That the Juan de Fuca Water Distribution Commission direct staff to proceed with executing the dissolution agreement, substantially in the form attached to the staff report, subject to agreement with Bear Mountain Adventures Ltd.

CARRIED

9. ELECTRONIC BILLING IMPLEMENTATION

T. Robbins spoke to the report. He noted that Integrated Water Services engaged with Information Technology and GIS Services department in a project to provide electronic billing (e-billing) to its’ customers. On May 12, 2018 the project was launched and is now operational.

Customers are being informed of the newly available service via an insert included with their invoice in their current billing cycle (Attachment B). The insert outlines the process for signing up for electronic billing through the CRD website. Approximately 5,500 customers have been advised from the latest billing cycle of May 24. All Juan de Fuca water distribution customers (approximately 24,000 accounts) will be informed by mid-July. Supplementary website information and promotion of the e-billing option will take place in the Fall after all of the customers have received their bill with the e-billing information.

It is anticipated that there will be strong uptake of the e-billing option across the service area, which will result in a reduction of the postage and handling costs related to paper bills. The current annual postage and handling expense related to paper bills is over \$120,000.

MOVED by Commissioner Szpak and **SECONDED** by Commissioner Hicks, That the Juan de Fuca Water Distribution Commission receive the staff report for information.

CARRIED

10. WATER WATCH

MOVED by Commissioner Rogers and **SECONDED** by Commissioner Logan,
That the Juan de Fuca Water Distribution Commission receive the staff report for information.

CARRIED

11. NEW BUSINESS

There was no new business.

12. ADJOURNMENT

MOVED by Commissioner Logan and **SECONDED** by Commissioner Sahlstrom,
That the meeting of the Juan de Fuca Water Distribution Commission be adjourned at 1:04
pm.

CARRIED

Chair

Secretary